

SDDOT EBS FAQ page

1. Who can download the EBS software?

Anyone can download the software. It is available at:

<http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebslettings.aspx>

The project files to use with the software will be available to registered users only. To be a registered user, see question 'How do I register with SDDOT' below. The notice to contractors, plans, plan holders list, as read bid reports will still be available to all whether they are registered with SDDOT or not.

2. Do I have to reload the software for an new version of SDEBS?

No, in fact, you do not delete any files when updating versions. If you have a previous version of EBS loaded, you simply follow the instructions for the new version. You should never delete files, or uninstall your software for new versions.

3. How do I register with SDDOT?

Complete the form online at [Register as New User](#), or call the Project Development office at 605-773-3275. If you are prequalified, and are going to bid utilizing the EBS software, you must first register with USERTrust to ensure you are able to submit bids to SDDOT. Registering with USERTrust takes 7 to 10 business days, so plan ahead.

4. Was Bid Express looked at as a possible software?

When SDDOT began looking at internet bidding, Trans•port (Bid Express) was reviewed for functionality, and compatibility with the Department. Trans•port was ruled out due to its archaic architecture, and functionality as it would be used by the Department. The software chosen is web based, and will not require the Department to hire additional personnel to maintain the software.

5. When will we be bidding electronically?

Electronic bidding began January 2006.

6. Will paper bid submissions still be accepted?

As of January 2006, all bid submissions, through the Central office, will be electronic. Paper bid submissions are no longer available.

7. Will paper plans still be available?

All plans are available for download for each letting from the SDDOT Project Development web site in a pdf format. Paper plans will not be printed by SDDOT for bidding purposes.

8. How much will it cost me to bid electronically?

The contractors will pay \$25.00 annually to the 'lock box' company (USERTrust) for a digital signature and storage fees for each computer that contractors will be submitting a bid from. The digital signature will allow the contractor to sign their bids electronically (a requirement for bidding with SDDOT). It will also store all bids by the contractor in a secure 3rd party location. The process of receiving a digital certificate can take up to 7 to 10 days, so apply early for your certificate. You will also need to have your bonding agency sign up with Surety 2000. Electronic bonds are the preferred method for SDDOT.

9. What file do I submit?

The file to submit will have the following naming convention, 000000_000000_11032005.txt

The first six numbers will be the contract id. The second six numbers will be the contractor id (filled in with zeros to make it six in length) and then the bid open date. There are two files created in the Transmit Bid option. The first one is the unencrypted file for the contractor's use. The second one is the encrypted file for submission. If the contractor does not submit the correct file to the lockbox it will not be retrievable by SDDOT.

10. How do I find out if my contractor id is correct?

If you are in doubt about your contractor id, please contact the SDDOT Project Development Office at 605-773-3275. Please note that Contractors have a different ID than previously used by SDDOT. The Contractor ID is 1, 2, or 4 numbers in length. If you are using a three digit number, it is obsolete and you must contact SDDOT for the correct number.

11. What do I do if I lose my password for the SDDOT website?

Contact the Project Development Office at 605-773-3275. Your password can be reset and emailed to you with your contractor ID.

12. How do I handle an addendum?

Addenda come in two forms, ones that change bid items, and those that do not. In either case, you will need to review the addendum, incorporate the changes into your bid, and acknowledge receipt of the addendum in the SDEBS. If the addendum requires bid item changes, you must download the bid item file from the addendum and bring the file into SDEBS to get the bid item changes. Be careful! You must add the addenda in order, (do addendum 1, prior to 2, etc.). Failure to do so may result in bid items being incorrect and your bid being rejected accordingly.